

**Tasking Memorandum No.** 99-102  
**Memorandum For** Cdrs, DCMDs, DCMC CAOs)  
**Subject:** Y2K Verification and Compliance Review  
**Date:** February 5, 1999  
**Suspense Date:** None  
**Target Audience:** DCMC Y2K Management Team

**Requirement(s):**

- Per RADM Chamberlin's memo, dated 22 Jan 1999, DLA Internal Review Group (DDAI) will review our Y2K Program beginning in March 1999. Their task is to ensure that DCMC has properly identified and addressed all Y2K issues and to mitigate any Y2K risks to the agency and DoD. DDAI will require our full cooperation.
- Each CAO should have knowledgeable personal ready to accompany the auditors on site visits to help collect, interpret and review data and to answer specific questions and issues.
- Admiral Chamberlin's letter is attached and outlines the subjects DDAI is concerned with: AIS Systems, Facilities and Related Systems, DLA Managed Items, and Contingency Plans.
- Here is a list of the documents they will need to facilitate their review: updated inventory of unique applications, systems testing documentation, certification checklists, listings of IT contacts, listing of DLA managed items contracts, renovation documentation, manufacturers Y2K compliant letters, contingency test plans and test results where applicable, other manual or standard operating procedures related to contingency planning.
- The audit schedule is as follows: March 8, DCMC/HQ, March 10, DCMDI, March 20-23, DCMDW, March 25-26 DCMDE and March 29-30, DCMC-New York. All other locations in DCMC are subject to the possibility of a review from the auditors.

**Point of Contact for Further Information:**

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